



Reasonable Adjustment Policy

Judicial Appointments Commission (JAC) Reasonable Adjustments Policy

This document explains the JAC's commitment to reasonable adjustments.

The JAC and our commitment to disability equality

In meeting our responsibility to select candidates for judicial appointments on merit, the JAC must also have regard to the need to encourage diversity in the range of people available for selection for judicial office. The JAC is also aware of its obligations in relation to the selection of office holders under the Disability Discrimination Acts 1995 and 2005.

The JAC welcomes its general and specific disability equality duties and recognises the importance of the requirement to have due regard to the need to 'encourage participation by disabled people in public life' as set out in the Disability Discrimination Act 2005.

In order to meet these statutory duties and fulfil its commitments to encourage diversity the JAC actively encourages disabled people to apply for judicial office. To support candidates, the JAC will ensure that:

- disabled people are not discriminated against at any stage of the application or selection process;
- candidates are aware of their rights in relation to reasonable adjustments and disability discrimination;

- requirements in relation to reasonable adjustments are identified and accommodated wherever possible within the application and selection process.
- selection criteria do not include provisions that are 'unlawfully discriminatory'.

Judicial Appointments Commission's process for dealing with Reasonable Adjustments

If you have a disability within the meaning of the Disability Discrimination Act 1995 or 2005, or a temporary condition that has an impact on your ability to make an application or to take part in the selection process, the JAC is committed to considering reasonable adjustments to enable you to participate fairly.. The process for requesting reasonable adjustments is outlined in this document.

Specifically this document explains:

- **how the JAC will deal with requests for reasonable adjustments and action to be taken by the JAC;**
- **what action the JAC ask you, the disabled candidate to take;**
- **examples of reasonable adjustments;**
- **how any complaints will be dealt with;**
- **the JAC's approach to monitoring and data protection;**
- **what happens after the selection process.**

1. Process for identifying and assessing requests for reasonable adjustments

In order to ensure that reasonable adjustments are considered please mark the 'Reasonable Adjustment' section on application form indicating that you wish to request a reasonable adjustment or would like to discuss reasonable adjustments further. If you wish to discuss your needs in confidence please contact the JAC's Reasonable Adjustment Team as early as possible. Full contact

details are supplied on the application form and at the end of this document.

The JAC is aware that you may not know what reasonable adjustments are necessary without clear information on the accessibility of the selection exercise venue or information on the selection exercise process/ activities and our procedures take account of this. In assessing requests for reasonable adjustments the JAC will consider whether:

- The disabled person is placed at a disadvantage by any of the arrangements or physical features of the premises where the selection exercise will take place. If there is a disadvantage, the JAC will consider any reasonable action to overcome that disadvantage. In deciding what action to take, if there is a disadvantage, the JAC will take account of statutory guidance from the Equality and Human Rights Commission. Key considerations are likely to include:
 - is there an effective practical solution that will overcome the disadvantage?
 - would making the adjustment impact adversely on other applicants?
 - are the costs associated with the solution reasonable or affordable?
 - are resources or financial or other assistance available to make the adjustment?

The JAC is also aware that discussions about reasonable adjustments may include exchanging personal or confidential

information. This information will be handled sensitively and will not form part of the selection process.

2. Action by the JAC

- The Reasonable Adjustment Team is the first point of contact for all requests for reasonable adjustments.
- The Reasonable Adjustment Team is not part of the selection exercise team but is familiar with the JAC's processes and the arrangements for the selection exercises.
- We believe the Reasonable Adjustment Team will be able to resolve the majority of requests.
- The Reasonable Adjustment Team will contact any disabled candidate who requests a reasonable adjustment. This Officer will discuss requirements with you to seek the most sensible and cost effective solution that meets your needs.
- The Reasonable Adjustment Team will confirm in writing any agreement reached with the candidate at least one week before the start of the planned selection exercise interview. The team will also provide information confirming any reasonable adjustments together with a form, or an alternative format if this is not suitable, for you to return to the JAC. Where a candidate may be required to take any action before the commencement of the Selection Exercise process, this will be explained by the team. .

- The Reasonable Adjustment Team will arrange for agreed reasonable adjustments before the selection exercise commences. The team will liaise with any colleagues directly involved in the Selection Exercise process to make them aware of any reasonable adjustments they need to know about.

Requests for reasonable adjustments will not form any part of the selection decision.

3. Action by candidates

- If a candidate wishes to make a request for a reasonable adjustment or discuss this issue it should be stated on the application form under the 'Reasonable Adjustments' heading.
- If a candidate knows what reasonable adjustment(s) need to be made, they should provide details on the application form or in a covering letter marked 'reasonable adjustment request' or via the phone speaking directly to the Reasonable Adjustment Team.
- If the Reasonable Adjustment Team phone, e-mail or write to a candidate about their request they should try to respond promptly to enable arrangements to be made in good time.
- If a candidate you wants to discuss a request for reasonable adjustments at any stage they should contact the Reasonable Adjustment Team .

- If candidates do not receive a written response to their request to make or discuss a reasonable adjustment within 1 week of the interview, please contact the Reasonable Adjustment Team by phone or email (contact details are provided at the end of this document).
- Candidates are asked to confirm receipt of any information which explains the arrangements being made in relation to reasonable adjustments.

4. Examples of reasonable adjustments

Requests will be considered on an individual basis. Example of reasonable adjustments could include:

- modification to the application form;
- modification of test environment (including, if necessary, extra time);
- electronic application submission (or other format);
- provision of car parking space;
- ensuring that a wheelchair user can access the interview and participate in all exercises;
- candidate material available in different formats (for example, Braille).

This is not an exhaustive list but an illustrative list of the sorts of measures that might need to be considered. Further guidance on reasonable adjustments is on the Equality and Human Rights Commission web site (www.equalityhumanrights.com)

5. Complaints process

If a request for reasonable adjustment cannot be accommodated or there is a disagreement about the reasonable adjustments to be made then candidates have the right to raise you're their concerns or complaint. Candidates who wish to make a complaint against the provision of reasonable adjustments should do so in the first instance to the Reasonable Adjustment Team. If it is not possible to resolve the issue immediately, it will be considered as if it were a first tier judicial appointment complaint and will follow the process set out in the JAC's complaints handling policy available at www.judicialappointments.gov.uk/select/587.htm

6. Monitoring Requests

The JAC will hold and process data in accordance with the provisions of the Data Protection Act 1998 as amended. The JAC will monitor reasonable adjustment requests and decisions on an anonymised basis to assist the JAC in measuring the effectiveness of our policy on reasonable adjustments.

7. Beyond the Selection Process

The JAC Reasonable Adjustment Policy applies to the selection process only. The Ministry of Justice (MoJ) will run a separate post-selection Reasonable Adjustment process for successful candidates and should contact candidates for information once they have been recommended for judicial office. The JAC Reasonable Adjustment Team will be able to advise on the best point of contact within the MoJ for all candidates wishing to contact the MoJ regarding reasonable adjustments.

8. Reasonable Adjustment Team Contact Details

Please contact the JAC Reasonable Adjustment Team on the following contact details:

JAC Candidate Support Team,

Second Floor Steel House, 11 Tothill St, SW1H 9LJ

Email: jaas@jac.gsi.gov.uk Tel: 020 7210 0112